

# APPROVAL CHECKLIST

## MODIFICATION OF CONDITIONS, COMMITMENTS, DEVELOPMENT STATEMENTS OR SITE PLANS

### Requirements for filing a petition

- 1. One (1) completed **checklist** (this form).
- 2. One (1) completed **petition**, typewritten, signed by the owner of the subject property or an authorized agent, notarized, and filed at least 35 days prior to a scheduled public hearing.
- 3. One (1) copy of the **legal description** attached to the petition.

*Metes and bounds descriptions should include two (2) copies of the perimeter survey, drawn to scale.*

**- or -**

*Recorded subdivision legal description includes lot number, section number, subdivision name, plat book number with page number and must include a plat map (plat maps are available in Room 741 for a nominal charge).*
- 4. One (1) copy of **Zoning Base Map**, scale of 1 = 1000, **with the boundaries of the site indicated**. Base maps are available in Room 1821 for a nominal charge. Zoning Base Maps may be downloaded from the city web site at: [www.indy.gov/dmdplan](http://www.indy.gov/dmdplan) and then go to 'Maps' then click on 'Base Maps'.
- 5. One (1) copy of the **Letter of Grant or Commitments, Development Statement or Site Plan** sought to be modified.
- 6. One (1) **original and two (2) copies** of the appropriate exhibit form, **Exhibit "B"** for the Metropolitan Board of Zoning Appeals and **Exhibit "C"** for the Metropolitan Development Commission, indicating the proposed modifications to the conditions or commitments, if applicable. Forms must be typewritten and must be signed by the current owner of record. Agents are not acceptable.

For **development statements or site plans**, **three copies** of the proposed amendment to the development statement or site plan. All amendments should be properly notated and should also include all unchanged portions of the development statement, with a revised title page.
- 7. One (1) completed copy of the **Findings of Fact**, if a variance, special exception, or special district is involved. Staff will not be able to assist you in completing this form. For assistance in completing this form, consult the informational flyer titled "Preparing Your Findings of Fact".
- 8. **Non-refundable filing fee**. All Checks are to be made payable to "City of Indianapolis". Mastercard and VISA credit cards are now accepted.
- 9. **Refundable deposit** for the On-Site Notice. The On-Site Notice must be posted in a conspicuous location along each street frontage of the affected property. A deposit of \$75 per sign must be provided and may be rendered either at the time of filing or at the time of receipt of the Notice.
- 10. **Contact person** identified. The Contact Person will be notified when Legal Notice is prepared; contacted to provide additional information; and will receive the written Staff Report:

Name (print): \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**All forms must be typewritten and all documents must be legible!**